

Frontline Professional Growth (FLPG): At a Glance and FAQ

Frontline Professional Growth software manages all our professional development learning activities from registration, evaluation, transcripts, workshop payroll, and more. This online system makes it easy to track the learning activities of your staff and self.

At A Glance

- **Web address:** <https://login.frontlineeducation.com/sso/everettsd>
- **PD** = Professional development
- **Training guides** and **help documentation** are available using this link to [Docushare](#)
 - Activity proposal
 - Attendance
 - Pre-registration

Clock hours & OSPI

Everett Public Schools is approved by OSPI as an **in-service education** agency that can provide clock hours for professional development offerings

- OSPI requirements for sessions offering clock hours:
 - Prior approval
 - 1 hour minimum meeting time
 - Agenda
 - Objective, intended outcome, and Washington State standards listed
 - Instructor resume
 - Course evaluation
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FAQs

General information

1. What if someone **missed registering in FLPG and wants clock hours?**
[The clock hour request is claimed on the **Missed Registration Form**. To request the Inservice Registration form from HR and provide missed activity course code, title and date.](#)
2. Do I need to **print the sign in sheet from?**
[Yes. The sign in sheet includes important session details for recordkeeping and verifies PG registration.](#)
3. Where do I **send the original sign in** sheet after class?
[Use it to verify attendance then send to Human Resources **with the session agenda**.](#)
4. Do we need an **agenda for every session?**
[Yes. The agenda is an OSPI requirement if offering clock hours.](#)
5. Do all **professional development offerings** need to be **in FLPG?**
[Yes, if offering clock hours or additional pay.](#)
6. When will **FLPG email registrants?**
[FLPG will email registrants and instructor/managers for](#)
 - a. Registrant: Reminder 3 day prior, session attendance, missed, dropped and no show
 - b. Manager: Approval of proposed course, cancelled course, registrant missing email addresses

Professional Growth EPS Professional Development System

<https://login.frontlineeducation.com/sso/everettsd>

Course & Session proposal

1. What is a **CHIP? Clock Hour Instructor Planning**
2. When is an e-CHIP proposal required? e-CHIP proposal is required every time you offer clock hours for a session.
3. Can I **propose a session** that has **already occurred**? Not without Superintendent approval.
 - a. The state requires prior approval of any session offering clock hours
 - b. Sessions awarding any credit type are imported to BusinessPlus monthly for the employee's transcript
 - c. Sessions with an e-timesheet are imported to payroll consistent with the payroll calendar
 - d. Can I **add to the registrations or change attendance** details later? No. It's likely the session details have been exported to the employee's profile already and changes made will not be exported again, resulting in missed credits.
4. What is the **difference between the approval processes**?
 - a. e-CHIP – Clock Hour Instructor Planning: Used for any session offering clock hours, goes through the CSDAC approval and requires at least 24 hours prior to first occurrence
 - b. Classified Instructional Hours: Any session offering classified instructional hours, typically for maintenance and office staff
 - c. The training guide says to use the **eTimesheet** option. Can I use a **paper timesheet**? There are very few circumstances that need a paper timesheet. Contact HR if you feel you will need to use one.

Credit types: Clock hour vs. classified instructional hours

1. What are the **different credit types** EPS offers? Clock hours, classified instructional hours, and continuing education unit (CEU)
2. Is there a **difference between Clock Hours and Classified Instructional Hours**? Yes,
3. Can classified **employees receive clock hours**? Yes. Clock hours are converted to classified instructional hours for classified employees.
4. Can **certificated employees receive classified instructional hours**? No. Certificated employees will have no use for classified instructional hours.
5. Why do **teachers & para educators use clock hours**? EEA and EAP members receive clock hours for certification and salary placement.

Attendance

1. Completion of attendance is required within **2 days of the meeting date and final occurrence no later than 2 days after session completion.** (pg. 6-9)
2. What if a **registrant tells me they haven't received the evaluation** after a class? Session registration status has not been marked. The registration status triggers the evaluation and awards the PD hours.
3. What if I need to make a **change to attendance** after roll has been taken and the course has been archived? Contact Ingrid in HR first. We process payroll and credit files on a monthly basis. Adding registrants or changing attendance status after we process the file may cause missed pay and/or clock hours will applied incorrectly to the employee records.